

1020 - CAPITAL PROJECTS ADMINISTRATOR

NATURE OF WORK

Highly responsible administrative position within the Capital Improvement Projects Office involving the development of major capital improvement projects within the City.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Directly involved in the preparation and administration of the Capital Improvement Program.
Confers with Department Heads to define specific Capital budget preparation procedures.
Evaluates and recommends to the Capital Improvement Program Director the priorities for Capital Improvement Projects.
Reviews and approves all Capital Improvement Legislation in accordance with the approved Capital Improvement Budget.
Monitors financial status of Capital Improvement Projects.
Assists the Director in budgetary issues related to Capital Projects.
Reports to the Capital Improvement Projects Director.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices of engineering, construction, and maintenance activities.
Knowledge of the principles of general management, public and business administration, and their application to governmental administration.
Knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations, or the ability to acquire such knowledge.
Knowledge of supervisory principles and practices.
Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.
Ability to carry out complex verbal and written instructions.
Ability to express ideas and information clearly and concisely, both verbally and in writing.
Ability to evaluate supervisory and subordinate employees' performance.
Ability to monitor construction projects during various phases in compliance with Capital Improvement Programs.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in Economics, Business or Public Administration, Construction Management, Architectural Engineering or closely related field. Three (3) years progressively responsible full-time experience in Budget and Financial Planning, or related experience in a municipal management position, or equivalent. Municipal experience is preferred.

PHYSICAL REQUIREMENTS

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Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General and specific assignments are received from the Department Director on a priority basis that is determined by the City Commission and/or City Manager. Work is performed with little supervision and wide latitude for use of independent judgement in the selection of work methods and procedures.

SUPERVISION EXERCISED

May supervise the work of subordinate professional and technical personnel.

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